



CALIFORNIA CORRECTIONS STANDARDS AUTHORITY 2011 FEDERAL MINOR DETENTION REPORT INSTRUCTIONS

SECTION A:

Name of facility: Enter the name of your juvenile detention facility.

County: Enter the name of your county.

Type of facility: Please check the box that applies to your facility type.

SECTION B:

Name of minor: Enter the name of the detained juvenile.

Gender: Check appropriate box (male/female).

Time of intake: Please fill in the hour (indicate whether this time is AM or PM), month, day and year that the juvenile was booked into your facility.

Court Ordered Release Date: Enter this date ONLY if the minor ALSO had criminal charges; please enter the scheduled release date. This date may coincide with the date ICE was notified for pickup. **Do not enter a date in this area if the minor was held ONLY for illegal entry or as a material witness.**

Date ICE Notified of scheduled release date: Please indicate the date that you notified ICE of scheduled release. DO NOT enter the date ICE was notified of the minor's undocumented status.

Actual Release Date: Please fill in the hour (indicate whether this time is AM or PM), month, day and year of the minor's ACTUAL release from the facility.

SECTION C:

Reason for Hold: Please check the appropriate box for the reason the minor was held.

Please indicate if the federal hold was pursuant to an existing contract with the federal government or not.

1. Check this box if the minor was held **solely for illegal entry or as a material witness** and was subsequently deported. *DO NOT include minors who were also charged with a criminal offense.*
2. Check this box if the minor was held for illegal entry and **was also charged with a criminal offense.** **Please indicate the time that the minor spent in the facility after the COURT ORDERED RELEASE DATE until their actual release from the facility. Do not count the entire time spent in the facility.** The JJDPA only includes such minors during the time when they are held solely due to a federal hold, not during the time when criminal charges are pending, or during a commitment for a criminal charge. *Please contact the CSA at 916.323.9704 if you have questions about this section.*

Number of hours minor was held: Check the appropriate box (left of selections) for time period that the minor was held in your facility **as a federal detainee only.** *If the minor was held over 24 hours, please indicate the number of days they were held in the space provided.*

SECTION D:

Please print both names, titles, date, telephones number and e-mail addresses for both the reporting person and the Facility Manager.